

Open Position Announcement

Clerk of Circuit Court

Resumes Requested

Juneau County is seeking an individual to serve as Clerk of Circuit Court for the remainder of the existing term of office, expiring December, 2022. Following the term of appointment the office will be filled by the general Juneau County election. The Clerk of Circuit Court is responsible for coordinating and managing a major portion of the general business and financial operations of the Juneau County Circuit Court. The responsibilities are performed per Wisconsin Statutes, Supreme Court Rules, Juneau County policies and procedures, state administrative code, and local circuit court rules. The business services and responsibilities include:

- Public information, assistance, and service
- Court case management and event tracking
- Court calendar management and scheduling
- Court records management
- Collection of fines, court costs and fees
- Courtroom operations support
- Case related financial management
- Jury management
- Departmental operating and capital budget management
- Personnel management
- Automated business system planning and coordination
- Business planning and interdepartmental coordination

The Clerk of Circuit Court manages an office with 7 employees. 2019 departmental expenditures are budgeted at approximately \$800,000.

Interested persons should identify the knowledge, skills, and abilities they have acquired through educational, business, or life experiences which they believe apply to their successful service in this position. Applicants should possess professional management and administrative skills, be familiar with the legal process as it relates to criminal and civil court operations, have strong leadership qualities and interpersonal skills, an understanding of state and local governmental operations, and a commitment to superior public service.

Candidate submissions will be screened by a committee, including the two Circuit Court Judges. Candidates may or may not be asked to participate in an interview process. Final selection will be decided by the Judges.

The annual salary for this position is \$60,000.00, plus benefits. Residency in Juneau County is required.

Interested parties should submit an application and a detailed resume providing information on your experience and qualifications. The application deadline is 4:00 p.m. on May 14, 2020. Please submit them to:

Juneau County Personnel Office
Juneau County Courthouse
220 E. State St.
Mauston, WI 53948